



15 SEPTEMBER 2003

SERVICES

FOOD SERVICE MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: ANG/SVX (SMSgt G. Jacobik)

Certified by: ANGRC/CV (Col D. Larrabee)

Pages: 16

Distribution: F

Air Force Instruction (AFI) 34-239, Food Service Management Program, 1 May 1998, is applicable to the Air National Guard (ANG) and is supplemented as follows.

1.1. **Unauthorized Uses.** Under no circumstances will appropriated subsistence funds be used to support activities outside of normal authorized meals. Unauthorized activities include but are not limited to family days, air shows, commander's calls, change of commands, awards promotions or retirement functions. For additional information see, **Attachment 13**, Eligible Customers and What They are Charged in ANG APF Food Service Facilities.

1.3. **Menu Pattern.** The Services Commander ensures menus are developed for each FY. The ANG Services (ANG/SVX) web page provides a menu template based on the Air Force's 14-day standard menu. The menu will include the minimum standards of: 2 meat entrees, 2 Starches, 2 vegetables, gravy, soup, salad, dessert, 2% milk, coffee, tea, and soda. Units may also provide low-cal and/or vegetarian entrees based on customer needs. Holiday meals are authorized as posted on the Air Force Services Agency's (AFSVA) web site during the Unit Training Assembly (UTA) weekend of the holiday month.

1.4. **What People Do.** ANG/SVX has the same duties and responsibilities of a MAJCOM. The Mission Support Group Commander will appoint a responsible individual for units without a Services Officer assigned.

1.4.1. (Added) Services Commanders are responsible for having a current food service contingency plan.

1.6. **Types of Flight Meals and Allowances.** Any flight meals prepared in an ANG regular dining facility must meet Air Force standards for flight meals.

1.8. (Added) **Food Service Evaluation.** All ANG units will use ANG 1038, Food Service Evaluation Record, annually to evaluate their food service operation. ANG 1038 Guidelines are provided in Attachment 14.

2.2. **The Performance Work Statements (PWS).** ANG/SVX web page has several PWS templates available for all feeding platforms. (<https://airguard.ang.af.mil/svx>)

3.1.1.1. Safeguard AF 79, Cash Collection Record. AF 79, Headcount Record, is replacing AF 79, Cash Collection Record, AF 1339, Dining Hall Signature Record, AF 463, Request for Flight Meals, and AF 2039, Ground Support Meal Request. AF 79 is used to collect signatures for customers eating in the ANG dining facility and ground support feeding. ANG food service operations will not integrate the forms during production times. Units will use a separate AF 79 for SIK customers and Basic Allowance for Subsistence (BAS) customers.

3.1.1.1.1. (Added) Each signature on AF 79 must be accompanied with a complete nine-digit Social Security Number (SSN). The original form can contain the complete SSN or the last four of the SSN plus an accompanying sheet with the name and complete SSN. Disclosure of SSN is voluntary. However, members otherwise entitled to Subsistence-in-Kind will not be provided a meal at no cost without the SSN, since the SSN is used to verify the entitlement. Units are required to safeguard this information in accordance with Privacy Act protections.

3.1.1.1.2. (Added) ANG/SVX approves electronic identification scanning. These programs may be used to generate automated AF 79s or other formats to document customer meals.

3.1.1.1.3. (Added) Services Commanders will appoint control numbers for both SIK and BAS on AF 1254, Register for Cash Collection Sheets, based on local auditing responsibilities. Example; 123BAS001 to 123BAS100 or 123SIK001 to 123SIK100.

3.1.1.2.1. (Added) The DD Form 1131, Cash Collection Voucher, will be submitted to the finance office by close of business each day. For units who purchase money orders, fee deduction cost should be subtracted from the total cash collected and identify as a line item on the DD Form 1131. **NOTE:** local financial managers do not require original or copies of the AF 79. Accounting and Finance is required to issue a voucher number on the DD Form 1131, which in turn is posted on the AF 1254.

3.1.1.5. Cross-service billing is not authorized for any military department for appropriated dining facility operations.

3.1.1.6. AF 249, Food Service Operations Report, is not required.

3.2.4. Not applicable to the ANG.

3.2.5. Account for flight meals using ground support accounting procedures.

3.2.6. AF 1119, Monthly Monetary Records, must be completed and sent electronically to ANG/SVX monthly. Send AF 1119 on the last day of the month or on the last day of feeding operations as applicable. When meals are contracted, the AF 1119 is still required to ensure block 8 (closing inventory) and block 13 (cumulative gain/loss) are carried over to the next month. Provide the number of contract meals served in block 18 (remarks) if meals are contracted.

3.2.7. Not applicable to the ANG.

3.2.8. Not applicable to the ANG.

3.2.10. Not applicable to the ANG.

3.2.11. Not applicable to the ANG.

3.3. **Gains and Losses.** ANG tolerances are based on the length of continuous operations. For UTA or any other one or two-day lunch feeding operations, ANG units are authorized 10% gain or loss on the AF 1119. For Annual Training (AT) periods or any continuous feeding operations greater than two days but less than 17 days, the unit is authorized 5% gain or loss on the AF 1119. Any continuous feeding opera-

tions over 17 days, units are required to maintain a 3% gain or loss on the AF 1119. AF 1119 is due to ANG/SVX on the last day of feeding operations each month. Units providing more than one continuous operations within a given month must meet the lower tolerance authorized, i.e., one UTA feeding and one 15-day AT feeding allows 5% tolerance for the month even if the 15 days carry over to the next month.

3.3.1. The Services Commander will investigate and take appropriate action if the Food Service operation is out of tolerance (gain or loss) for three consecutive months, to include a Memorandum For Record (MFR) to ANG/SVX identifying why the food service operation was out of tolerance. The MFR should accompany the AF 1119 when sent to ANG/SVX at the last day of feeding operations each month.

3.3.2. (Added) If the Food Service operations are out of tolerance (gain or loss) for four consecutive months, the Mission Support Group Commander will investigate and take appropriate action, to include an MFR to ANG, The Civil Engineer (ANG/CE) identifying why the food service operation cannot meet authorized tolerances and the corrective action taken.

3.4. **Basic Daily Food Allowance (BDFA).** ANG/SVX will provide an annual ANG-specific BDFA for ANG dining facilities and field feeding operations prior to the fiscal year.

3.6. **Ground Support Meals.** Mission Support Group Commander must ensure meals served away from the dining facility are kept to a minimum. Supervisors are responsible to ensure personnel can obtain a meal in the dining facility during meal hours. Meal, Ready to Eat (MRE) are recommended as a substitute for ground support meals for at least one meal per day during training exercises, inspections, or base alerts.

3.6.1. (Added) ANG food service operations are authorized to purchase MRE's or Tailored Operational Training Meal's (TOTM) from Defense Supply Center Philadelphia (DSCP) for ground support meals. Any other packaged meal must be approved by ANG/SVX before purchase.

3.7. **Field Feeding.** Use the ANG field feeding meal allowance when utilizing unique B-rations or Unitized Group Rations (UGRs).

3.7.4. (Added) AF 1650b, Field Feeding Summary, and AF 1119-1, Field Feeding Monetary Record, is required for field operations in excess of 48 hours. All food items will be transferred in/out of the dining facility using AF 3516, Food Service Inventory Transfer Receipt.

3.8. (Added) **Accounting Software.** Automated food service accounting applications are authorized.

3.9. (Added) **Subsistence Credit Allowance System (SCAMS).** ANG dining facilities will operate under SCAMS unless otherwise approved by ANG/SVX.

3.10. (Added) **Food Supplements.** Food supplements are not authorized for contract meals.

3.11. (Added) **ANG Subsistence Forecasting.** ANG Service's subsistence forecasting must include all feeding platforms for host unit and geographically separated units (GSUs). It must be coordinated with the finance office. Subsistence forecasting must arrive to ANG/SVX by 1 May of each year. Co-located units should coordinate with their host Services unit to forecast Subsistence funding.

4.2.1. (Added) Prime Vendor Program. ANG food service operations will use DSCP as their primary subsistence source unless waived by ANG/SVX. Subsistence International Merchant Purchase Authorization Card (IMPAC) may be used occasionally with local vendors to make up short orders or emergency procurements.

4.4. **Physical Inventory.** The Services Commander assigns a member other than the storeroom personnel to physically inventory all food items at the close of business on the last day of UTA or the last day of the month for continuous operations.

Chapter 9 (Added)

FOOD SERVICE PROCEDURES FOR COMBAT READINESS TRAINING CENTERS (CRTC)

9.1. (Added) Deployed Unit Responsibilities. Deployed Units are responsible for menu planning, and proper ordering procedures to include operational rations. Personnel forecast, menus, and meal times should be pre-coordinated with CRTC support personnel to eliminate confusion when you arrive.

9.2. (Added) Deployed Food Service Accounting. The deployed unit will complete the AF 1119, monitored by CRTC food service managers. The CRTC will maintain the AF 1119 on file as a regular dining facility operation. Deployed units will be annotated in Block 18 of the AF 1119.

9.3. (Added) CRTC Authority. CRTC Installation Commander's will request the deployed unit to complete AF 85, Report of Survey, if food service operations exceed standard tolerances.

9.4. (Added) Funding for Operational Meals. Funding for operational rations (MRE, B-unique, and UGR) is the responsibility of the deploying unit.

9.5. (Added) Unit Inventory Procedures. Deployed units are required to maintain the food inventory and will be monitored by CRTC food service managers for accuracy. The deployed unit will complete the food inventory utilizing AF 3514, Inventory Count Worksheet, before the first meal and after the last meal conducted with CRTC Services personnel.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AFSVA—Air Force Services Agency

AGR—Active Guard and Reserve

ANG—Air National Guard

AT—Annual Training

CE—Civil Engineer

CGF—Computer Generated Form

CRTC—Combat Readiness Training Center

DSCP—Defense Supply Center Philadelphia

GSU—Geographically Separated Unit

IMPAC—International Merchant Purchase Authorization Card

MFR—Memorandum For Record

OI—Operating Instructions

OJT—On-the-Job Training

QAE—Quality Assurance Evaluators

QC—Quality Control

SSN—Social Security Number

TEAMS—Training and Education Automated Management System

TOTM—Tailored Operation Training Meal

UGR—Unitized Group Ration

UTA—Unit Training Assembly

WWM—World Wide Menu

Terms

Active Guard Reserve (AGR)—Title 32, Guard members of the Selected Reserve who are ordered to active duty or full-time National Guard duty. All unit AGR members must be assigned against an authorized mobilization position in the unit they support.

State Technician—Full-time state employee.

Traditional Guardsmen—Also known as drilling unit reservists. These are unit members who participate in unit training activities on a part-time basis, i.e., one weekend per month and two-week annual training periods.

Attachment 13**ELIGIBLE CUSTOMERS AND WHAT THEY ARE CHARGED IN ANG APF FOOD SERVICE FACILITIES**

A13.1. (Added) AFI 34-239, **Attachment 13**, applies to the ANG. The following is provided for further clarification.

These Customers	Pay This Amount		
	No Charge	Discount Rate (Cost of food)	Standard Rate (Cost of food plus surcharge)
(Added) ANG Personnel			
(Added) Enlisted members authorized SIK (Traditional/Technicians)	X		
(Added) Enlisted members receiving BAS (AGR's/AD tour/mobilized)			X
(Added) Enlisted receiving BAS under field conditions			X
(Added) Officers authorized by Installation Commander			X
(Added) Officers or DoD civilians on orders stating, "field conditions"		X	
(Added) State Technicians			X
(Added) DoD civilians, family members or other individuals approved by the installation commander			X

Attachment 14 (Added)**ANG 1038, FOOD SERVICE EVALUATION RECORD, GUIDELINES****A14.1. (Added) CATEGORY A - KITCHEN OPERATIONS (250 points)**

1.	AF 662, Food Service Production Log: (0-25 points)
	Is the manager using the log to control, schedule, and record production? (0-5 points)
	Does the shift leader review the AF 662 after each meal? (0-5 points)
	Are leftovers accounted for correctly? (0-5 points)
	Does the food service manager review AF 662 daily? (0-5 points)
	Is production of pastries and salads identified on production logs? (0-5 points)
2.	Compliance with Menus: (0-20 points)
	Does the planned menu agree with the actual menu served? (0-12 points)
	Are replacement items planned to avoid frequent, last minute substitutions? (0-8 points)
3.	Use of Standard Recipes: (0-25 points)
	Are recipe cards visible and used correctly? (0-13 points)
	Does the food service officer approve local recipes? (0-12 points)
4.	Progressive Cooking: (0-50 points)
	Is food prepared progressively to meet guest flow and avoid excessive leftovers? (0-10 points)
	Do managers avoid holding food in warmers too long? (0-10 points)
	Are leftovers carried forward to next meal, and used on a timely basis? (0-10 points)
	Are proper cooking times observed? (0-20 points)
5.	Pre-Cooking Preparation: (0-25 points)
	Is meat properly thawed and tempered and just in time for scheduled use? (0-5 points)
	Are thawing box items marked for specific meal use? (0-5 points)
	Is a current thaw report posted and used? (0-2 points)
	Are salad items prepared according to a schedule? (0-5 points)
	Are correct utensils and equipment used in food preparation? (0-3 points)
	Do prep cooks practice "clean as you go"? (0-2 points)
	Is bulk produce being cleaned and washed? (0-2 points)
	Is raw food properly covered or wrapped? (0-1 points)
6.	Subsistence Request and Receipt: (0-15 points)
	Do storeroom personnel weigh or count all items received? (0-5 points)
	Are substitute items tracked from the original order? (0-5 points)
	Is unacceptable subsistence identified and refused? (0-5 points)

7.	Storage Practices: (0-35 points)
	Are leftovers covered and labeled (time and date)? (0-10 points)
	Do freezers and refrigerators have operable thermometers and are temperatures correct? (0-10 points)
	Is proper dunnage used in dry and cold storage? (0-3 points)
	Are baked goods properly stored to prevent moisture build-up and staleness? (0-2 points)
	Is shelving sufficient in refrigerators and dry storage? (0-5 points)
	Are walk-ins swept and mopped and refrigerator racks, walls, and floors clean? (0-5 points)
8.	Inventory Control: (0-25 points)
	Are food issues/returns posted and verified against the finalized AF 148, Senior Cook's Requisition, or computer generated form (CGF)? (0-5 points)
	Is excess food returned from the kitchen to storage? (0-5 points)
	Are differences between the book inventory and physical inventory (overages/shortages) handled properly? (0-5 points)
	Does inventory match menu requirements and is it neatly arranged? (0-10 points)
9.	Authorized Personnel: (0-15 points)
	Are access letters posted and followed in storage areas? (0-7 points)
	Are storage areas secured at all times? (0-8 points)
10.	Issues and Transfers: (0-15 points)
	Are shift leaders verifying and signing finalized AF 148s or CGF? (0-5 points)
	Are all transfers in and out recorded on AF 3516 or CGF? (0-5 points)
	Are issues and transfers verified against AF 1119? (0-5 points)

A14.2. (Added) CATEGORY B - SERVING AND DINING OPERATIONS (225 points)

11.	Serving and Replenishing Food: (0-25 points)
	Are servers familiar with portion sizes? (0-2 points)
	Are bread plates available for toast and breads? (0-2 points)
	Is food replenished regularly on serving lines? (0-5 points)
	Are meats carved on serving lines? (0-2 points)
	Are plates/bowls for cold food cold, and hot food hot? (0-5 points)
	Are hot pads available for hot pans on the serving line? (0-2 points)
	Are serving utensils and dinnerware correctly used? (0-5 points)
	Are portion scales available, accurate and in-use as applicable? (0-2 points)
12.	Food Display and Serving Temperatures: (0-25 points)
	Is food attractively arranged and displayed on all lines and bars (garnished)? (0-9 points)

	Are serving temperatures checked during the meal? (0-9 points)
	Are serving line, sandwich unit, salad, ice cream and miscellaneous food bar temperatures correct? (0-7 points)
13.	Guest Service: (0-25 points)
	Is the guest flow rate through the line reasonable? (0-10 points)
	Are line servers and cashiers sincere and enthusiastic? (0-5 points)
	Does management interact with guests on a regular basis during serving hours? (0-5 points)
	Is the mess attendant supervisor courteous to guests? (0-5 points)
14.	Menu Variety and Acceptability: (0-30 points)
	In accordance with the preface to the World-Wide Menu (WWM), are local menus established within the minimum requirements being served at Breakfast? (0-5 points)
	In accordance with the preface to the WWM, are local menus established within the minimum requirements being served at Lunch? (0-20 points)
	In accordance with the preface to the WWM, are local menus established within the minimum requirements being served at Dinner? (0-5 points)
15.	Palatability and Plate Waste: (0-50 points)
	Is food tasty and well prepared? (0-15 points)
	Do cooks taste-test food items during preparation? (0-5 points)
	Does plate waste indicate guest acceptability? (0-15 points)
	Is food overcooked? (0-15 points)
16.	Pleasing Atmosphere: (0-25 points)
	Has management taken steps to maintain a pleasant dining atmosphere? (0-10 points)
	Is lighting adequate? (0-5 points)
	Are kitchen noises blocked to the dining area? (0-5 points)
	Are televisions and/or music available for operation during dining hours? (0-5 points)
17.	Menu Posting and Merchandising: (0-20 points)
	Do menu boards accurately reflect menu items available? (0-12 points)
	Are menu boards well maintained? (0-8 points)
18.	Guest Relations and Communications: (0-25 points)
	Does management adequately promote the food service program? (0-6 points)
	Does the Food Service Team relate well to guests? (0-6 points)
	Is it easy for a guest to provide suggestions, ideas or seek information? (0-7 points)
	Are actions taken when a guest provides suggestions, ideas or seeks information? (0-6 points)

A14.3. (Added) CATEGORY C – TRAINING, PERSONNEL AND READINESS (150 points)

19.	Training and Documentation: (0-50 points)
	Does military performance indicate an effective training program? (0-10 points)
	Are civilian employee training records maintained and readily available? (0-5 points)
	Are supervisors providing the necessary training in safety and sanitation? (0-10 points)
	Are On-the-Job Training (OJT) records/Training and Education Automated Management System (TEAMS) maintained for military personnel? (0-5 points)
	Are training classes conducted regularly for all personnel? (0-10 points)
	Is there a written plan to cross flow military personnel to various jobs through out Services? (0-5 points)
	Are Operating Instructions (OI) and/or checklists available in each work center telling people how to do their job? (0-5 points)
20.	Recognition and Motivation of Personnel: (0-25 points)
	Is teamwork and organization evident? (0-10 points)
	Are managers active in "on the job" coaching? (0-3 points)
	Do management display awards in view of customers or military personnel? (0-2 points)
	Does food service have an effective recognition program and is it adequately publicized? (0-10 points)
21.	Personal Appearance and Grooming: (0-25 points)
	Do all personnel and their uniforms comply with applicable appearance standards? (0-10 points)
	Are proper health and hygiene standards maintained? (0-10 points)
	Do cooks wear aprons when working in the kitchen? (0-5 points)
22.	Contingency Preparedness: (0-50 points)
	Do all military personnel receive periodic formal field training? (0-15 points)
	Is field training documented? (0-10 points)
	Do military personnel conduct regular readiness exercises? (0-10 points)
	Are disaster plans on file and current? (0-5 points)
	Is food service aware of its wartime and disaster feeding requirements? (0-5 points)
	Are dining facility hours of operation posted and mission requirements responsive? (0-5 points)

A14.4. (Added) CATEGORY D – SANITATION, REPAIR AND MAINTENANCE (200 points)

23.	General Housekeeping: (0-25 points)
	Is there a cleaning schedule posted and used? (0-5 points)
	Is kitchen area neat and organized? (0-5 points)

	Is pest control effective? (0-5 points)
	Is the facility free of foul odors? (0-5 points)
	Are there adequate hand sinks with soap and paper towels? (0-5 points)
24.	Kitchen Area and Equipment: (0-20 points)
	Are floors and walls well maintained? (0-5 points)
	Are hoods, fans, and vents clean? (0-2 points)
	Is equipment cleaned as soon as possible after use following manufacturers instructions? (0-4 points)
	Are sanitizing solution and cloths in-use? (0-3)
	Are counters clean and sanitized after each use? (0-3 points)
	Are drains clean and well maintained? (0-1 points)
	Is frying oil recycled and properly stored? (0-1 points)
	Are cutting boards clean and free of holes and splits? (0-1 points)
25.	Serving Line and Dining Rooms (During and Between Meal Periods): (0-25 points)
	Are toasters and bread dispensers clean? (0-2 points)
	Are sanitizing solution and cloths behind each serving line and in-use? (0-3 points)
	Are beverage dispensers clean? (0-2 points)
	Are heat lamps clean? (0-2 points)
	Are hoods clean? (0-2 points)
	Is dining room flooring clean? (0-2 points)
	Are chairs and tables clean and well maintained? (0-2 points)
	Are soft serve, variety cup, or yogurt machines operable and clean? (0-3 points)
	Are microwaves operable and clean? (0-2 points)
	Are roll warmers clean and in good repair? (0-2 points)
	Is soft serve or ice cream box cleaned and in good repair? (0-3 points)
26.	Rest Rooms and Locker Rooms: (0-15 points)
	Are guest rest rooms clean and in good repair? (0-5 points)
	Are employee break, locker, and restrooms clean and in good repair? (0-5 points)
	Are paper supplies replenished regularly? (0-2 points)
	Are rest room brooms and mops identified and stored separately from food service operation? (0-3 points)
27.	Five-Year Facility and Equipment Programs: (0-10 points)
	Is there a current five -year facility and equipment upgrade plan? (0-10 points)
28.	Equipment Operating Instructions (OI's) Available: (0-10 points)
	Are OI's for all equipment readily available for use? (0-5 points)

	Are hazardous operating practices identified on AF 55, Employee Safety and Health Record? (0-5 points)
29.	Cleaning Procedures: (0-15 points)
	Is there a cleaning schedule in-use for each piece of equipment? (0-5 points)
	Are personnel using correct cleaning procedures? (0-5 points)
	Does management check cleaning procedures? (0-5 points)
30.	Facility and Grounds Maintenance and Reporting Repairs: (0-20 points)
	Are exterior ground areas neat and clean? (0-5 points)
	Have maintenance problems been identified for repair in some type of tracking system? (0-5 points)
	Is the Civil Engineer (CE) work order log maintained and current? (0-2 points)
	Is "out of service" equipment tagged with the expected repair date and promptly repaired? (0-2 points)
	Are contractor or CE personnel completing annual calibrations on equipment? (0-2 points)
	Are burnt out lights replaced? (0-1 points)
	Are inoperative equipment tagged for turn-in? (0-1 points)
	Performing user maintenance on equipment for turn in? (0-1 points)
	Reporting leaking faucets? (0-1 points)
31.	Table Clearing Procedures: (0-10 points)
	Are tables and chairs cleaned after customers leave? (0-2 points)
	Are steps taken to reduce irritations to guests from dishes being scraped and stacked? (0-4 points)
	Is a minimum table setting with condiments available at each table (salt, salt substitute, pepper, and napkins)? (0-4 points)
32.	Operation of Dishwashing Machines: (0-20 points)
	Is the dishwasher being properly loaded and operated? (0-5 points)
	Are all cycles operating at correct temperatures? (0-5 points)
	Are the correct detergents and rinse additives being used? (0-3 points)
	Is unit turned off when not in use? (0-3 points)
	Is the dishwasher cleaned and all equipment broken down after each meal? (0- 4 points)
33.	Pot and Pan Cleaning Procedures: (0-10 points)
	Are pot and pan washing temperatures maintained or chemical agents properly being used? (0-3 points)
	Are pots and pans being air-dried? (0-3 points)
	Is excess equipment or utensils stored on pot and pan racks? (0-2 points)
	Are adequate pots and pan racks being used? (0-2 points)
34.	Cleanliness of Utensils and Wares: (0-10 points)

	Are utensils presoaked? (0-3 points)
	Are china, glasses, and silverware free of water spots? (0-4 points)
	Are serving trays dried before placing on the tray dispenser? (0-3 points)
35.	Refuse and Trash Disposal: (0-10 points)
	Are back dock delivery areas orderly and clutter free? (0-2 points)
	Are can liners used? (0-2 points)
	Is the area around exterior trash receptacles clean? (0-2 points)
	Are boxes separated and broken down before disposal? (0-2 points)
	Are trashcans clean and in good repair? (0-2 points)

A14.5. (Added) CATEGORY E - MANAGEMENT (175 points)

36.	Senior Leadership Interest in Food Service: (0-20 points)
	Do senior officers support the base food service program? (0-10 points)
	Do Squadron and Group Commanders eat in the dining facility? (0-5 points)
	Do the Services Commander/Director and the Superintendent maintain an active role in food service? (0-5 points)
37.	Adequate Supervision and Response: (0-15 points)
	Is the Dining Facility Manager knowledgeable of daily operations and an effective leader? (0-5 points)
	Are shift leaders actively supervising personnel on shifts? (0-3 points)
	Does management perform Quality Control checks of the food before opening the line? (0-4 points)
	Do the Food Service Officer and/or Superintendent take an active role in the food service program (to include visiting all facilities regularly)? (0-3 points)
38.	Effective Utilization of Manpower: (0-10 points)
	Are all shifts properly staffed? (0-3 points)
	Has responsibility been appropriately delegated to subordinates? (0-3 points)
	Are there too many cooks working in the food service office? (0-2 points)
	Are food service people being used in other Services operations? (0-2 points)
39.	Accounting Procedures and Monetary Management: (0-20 points)
	Does the Food Service Team know the Dining Facility daily financial position? (0-3 points)
	Has the operation been within the authorized earned income percentage for the previous 3 months? (0-10 points)
	Is all accounting posted on a daily basis? (0-4 points)
	Is the accountant knowledgeable of assigned duties? (0-3 points)
40.	Menu Planning and Recap: (0-15 points)

	Does management solicit guest comments for menu planning? (0-4 points)
	Do authorized changes to the WWM and local menus result in replacement items from the same food group as the item being replaced? (0-4 points)
	Is management reporting unsatisfactory food? (0-4 points)
	Is 90% lean beef, 1% milk, and a 50-50 split between butter and margarine offered? (0-3 points)
41.	Budgeting: (0-10 points)
	Are food service budget requirements identified? (0-5 points)
	Are "memo due out" equipment items firmed up in accordance with Quarterly/Monthly Budget Target Estimates? (0-5 points)
42.	Contract and In-house Administration: (0-25 points)
	Are work schedules posted? (0-2 points)
	Is contract management or designated representative present at all times? (0-2 points)
	Are Air Force food service publications and local OIs available and current? (0-4 points)
	Is the contractor meeting the standards of the PWS, evidenced by Contract Director Regulations issued in the previous three months? (0-5 points)
	Are Quality Assurance Evaluators (QAE) appointed, trained and knowledgeable of contract and assigned responsibilities? (0-3 points)
	Do QAE's perform evaluations with a checklist as scheduled? (0-3 points)
	Does the QAE refrain from performing contractor Quality Control (QC) functions? (0-3 points)
	Does contractor management perform QC checks? (0-3 points)
43.	Cashier Instructions and Procedures: (0-15 points)
	Are cashier instructions available and current at point of sale? (0-4 points)
	Are cashiers charging operating charge when applicable? (0- 4 points)
	Are cashiers knowledgeable of anti-robbery procedures? (0-3 points)
	Do cashiers check for identification of all personnel? (0-4 points)
44.	Protection of Funds and Forms: (0-10 points)
	Are all pre-numbered accountable forms stored in a secured container? (0-2 points)
	Does management conduct spot checks of cashiers using AF 282, Unannounced Spot-check of Cashiers? (0-2 points)
	Are funds counted in a secure area? (0-2 points)
	Is DD Form 1081, Statement of Agent Officer's Account, or AF 1305, Receipt for Transfer of Cash and Vouchers, used for each transfer? (0-2 points)
	Is SF 702, Security Container Checklist, initialed each time a government safe is opened? (0-1 points)
	Is AF 79 signed in and out on AF 1254 using a five-part folder? (0-1 points)
45.	Special Meals and Ground Support Meals: (0-10 points)

	Are culturally diverse and birthday meals offered on a regular basis? (0-2 points)
	Are quality food items served for ground support meals? (0-2 points)
	Are contract meals nutritious and within the contract rate? (0-3 points)
	Are flight meals identified for large and small selections to customers? (0-3 points)
46.	Safety Awareness and Procedures: (0-10 points)
	Are safety guards installed on florescent lights and on walk-in lights? (0-1 points)
	Is steam leaking from pipes? (0-1 points)
	Are fire extinguishers charged, tagged with proper date and off the floor? (0-2 points)
	Are knives stored correctly when not in use? (0-4 points)
	Are first aid kits available and well stocked? (0-2 points)
47.	Energy Conservation: (0-10 points)
	Are ovens turned off when not in use? (0-2 points)
	Are energy conservation briefings conducted and documented annually or on the spot? (0-2 points)
	Are interior lights turned off when not in use? (0-2 points)
	Are exterior lights turned off during daylight hours? (0-2 points)
	Is water conserved with no leading pipes? (0-2 points)
48.	Expendable Supply Functions: (0-5 points)
	Are expendable supplies neatly arranged? (0-2 points)
	Are expendable supplies secured with contractor-furnished and government furnished supplies stored separately? (0-3 points)

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard